

Procedure – All Accidents: For every accident provide the State Office MSD:

Item	Responsible Party/Completed By	Due Within	Date Sent/Received
Date of Accident	NRCS Employee	Immediately (phone or email OK)	
Name and Office Location of NRCS Employee Involved	NRCS Employee	Immediately (phone or email OK)	
Supervisor Name and Contact Info	NRCS Employee	Immediately (phone or email OK)	
Accountable Property Officer Name and Contact Info (ASTC-FO, SSS, or SAO)	Supervisor	Immediately (phone or email OK)	
Form SF-91 - Operators Report of Motor Vehicle Accident <i>(Supervisor Signature Required; Completed Accident Investigation (supervisor or their designee))</i>	NRCS Employee, Supervisor, and APO	Three (3) days from date of accident	
Form SF-94 - Statement of Witness <i>(if witness is available)</i>	NRCS Employee, Supervisor	One (1) week from date of accident	
Police Report <i>(Provide copy or certify none exists)</i>	NRCS Employee, Supervisor	One (1) week from date of accident	
Tickets Issued <i>(Provide details/copy if issued to employee involved or certify none issued)</i>	NRCS Employee, Supervisor	One (1) week from date of accident	
Form AD-112 – Report of Unserviceable, Lost, Stolen Damaged or Destroyed Property <i>(Signed by Accountable Property Officer)</i>	NRCS Employee, Supervisor, and APO. (NOTE: Attach estimate(s) of damages to GOV (see “Written Estimate...” elsewhere in this list)	One (1) week from date of accident	
Written Estimate of Repair - Government Vehicle <i>(minimum of two; three when damages exceed \$3,000)</i>	NRCS Employee, Supervisor, and APO	One (1) week from date of accident	
Other: (photos or other documentation available)	NRCS Employee, Supervisor, and/or APO	One (1) week from date of accident	

Once the above information has been gathered, the Supervisor and APO should work together to create a narrative report/cover memo that includes a summary of event, your findings, determination, and action you will pursue in regard to employee discipline. Note that per the State Administrative Officer (also the Property Management Officer (PMO) for Wisconsin); employees should generally receive at least a letter of caution from their supervisor for *any* involvement in *any* GOV accident. Contact State Office, Human Resources or State Administrative Officer prior to taking any disciplinary action(s) related to GOV accidents.

Procedure – NRCS Damage to Third Party: In addition, when there is damage to a third party that was (apparently) caused by NRCS provide MSD at the State Office:

Item	Responsible Party/Completed By	Due Within	Date Sent/Received
Injured/Claimant(s) Name	Supervisor or APO	When known	
Form SF-95 - Claim for Damage, Injury or Death	Claimant	Three (3) days after receipt from Claimant	
Proof of Insurance and statement of Claims Made/Paid by Insurer	Claimant	Three (3) days after receipt from Claimant	
Proof of Ownership (Copy of Title)	Claimant	Three (3) days after receipt from Claimant	
Written Estimates of Repair Costs - Claimant Vehicle (<i>minimum of two</i>)	Claimant	Three (3) days after receipt from Claimant	
Subrogation of Claims Form or Power of Attorney when filed by Third Party (<i>if applicable</i>)	Claimant Power of Attorney	Three (3) days after receipt from Claimant	
Miscellaneous (i.e. photo's, narrative report)	Claimant	Three (3) days after receipt from Claimant	
Date Above Documentation Sent to State Office	Supervisor or APO (MSD facilitates/coordinates)	Three (3) days after receipt from Claimant	
Date Above Documentation Received at State Office	MSD		
Date Forwarded to USDA Office of General Council (OGC)	MSD	30 Days from date of receipt	
Date Determination Received from OGC	MSD	60 Days from date of receipt	
Date Release of Claims and SF-1199A (Direct Deposit) sent to Claimant (<i>when OGC determines that NRCS will pay</i>)	MSD	One (1) week after determination received from OGC	
Date Release of Claims and SF-1199A received from Claimant	MSD	Forward to FNM within one (1) week	
Date SF 1145 - "Voucher for Payment", sent to for payment (FNM if \$2,500 or less, Treasury if >\$2,500)	MSD	Forward to FNM within one (1) week	
Date Payment Made to Claimant	MSD	Due within 30 days from date release of claims signed by claimant.	

Accident File Closeout (State Office Use Only)

Accident files are considered closed when payment is made/received or damages repaired.

The items checked and completed below give a partial summary of the case.

Complete the Appropriate Box	
The Government vehicle was repaired by NRCS at a cost of	\$
The Government vehicle was repaired by third party at a cost of	\$
The Government Driver was held financially liable in the amount of	\$
A claim in favor of the private individual was allowed in the amount of	\$
Close Out Comments:	

State Administrative Officer/PMO Signature

Date